



Community Use of Public Facilities

MONTGOMERY COUNTY INTERAGENCY COORDINATING BOARD

Application Before and After School Child Care Services in Montgomery County Public Schools

- **Before you begin:** Use the SAVE AS button to save the document to one of your files
- Use a file name that includes : **school name** followed by your **business name** Ex: **SequoyahSuperCare**
- Note that response space and formatting options are limited
- All submissions **MUST** follow established order and format listed below
- Use **Ctrl** key plus **E** to access editing toolbar. **Spell check** is available using **F7** key
- If applying for multiple school sites, submit a complete and separate application for **each** site
(Hint: when submitting for multiple sites, copy and rename your original saved document)
- See Request for Application for additional instructions and information

This application is for services at:

Chevy Chase ES

(School Name)

Applicant Information

Application/Organization Name (Indicate if this is a "dba" and not a legal name)	Kids Adventures
Business Ownership (Skip if applicant is non-profit)	Kids Adventures LLC
Authorized Contact Name	Brian Rindos, Drew Phillips, Daniela Tirado
Authorized Contact Email Address	drew@kidsadventures.com
Address	PO Box 6957 Silver Spring, MD 20916
Daytime Telephone #	301-438-8550
Evening Telephone #	240-472-0089
Cell Phone #	240-472-0089
Web Address (optional)	www.kidsadventures.com

Check as applies:

☒ I affirm that the representative named above has the authority to make obligations on behalf of the organization or;

☒ The representative with authority to make obligations for this organization is: Brian Rindos, Drew Phillips

☒ The information provided is true and correct to the best of my knowledge.

☒ I affirm that the organization agrees to the Provider Requirements related to professional conduct, participation in a transition plan (as applies) and accommodate site visits as listed in the Request for Applications.

☒ If selected, I will maintain insurance, accept subsidies, enroll in Maryland Excels and remain in compliance with MSDE regulations

1: Organizational Experience and Capability

1A. Description of Organization

Tax Status (ex 501 (c) 3) ☐ Non Profit ☒ For Profit (ex. LP,LLP, C, B)

Minority/Female/Disabled-owned businesses (MFD) designation (For Profit Only) ☐ Minority ☐ Female ☐ Disabled

Maryland EXCELS Status ☐ Plan to enroll ☒ Enrolled

1B. Provide a summary statement that describes the mission, philosophy and objectives of the proposed program.

Philosophy and Objectives:

It is our goal at Kids Adventures to provide each child with a safe, active, and comfortable environment where he or she can excel as an individual. Children take part in planning and running a program that includes a variety of age appropriate clubs, activities, projects, field trips and other choices.

In addition, we feel that childcare should not stop at the needs of the child, but should also extend beyond. We believe that complete child care addresses the needs of the child, the family, and the community.

The families will benefit from convenient hours, flexible care plans, and after-hour trips and activities. Families will have the opportunity to take advantage of activities such as Parent Date Nights, Kids Night Out, and overnight camping trips, just to name a few.

Kids Adventures provides for the needs of the community through community service projects and fundraising projects. Our fundraising projects are organized in conjunction with the school administration and PTA.

We strive to tailor our programs to the unique needs of the community that we serve.

Our Mission

Kids Adventures is dedicated to providing a safe, active, and enriching environment for all children. We strive to create a feeling of caring, cooperation, and self-worth so children can safely explore and grow as unique individuals.

Kids Adventures provides a homelike atmosphere full of choices where each child is a valuable member of the Kids Adventures Family. Each one of our staff serves as a positive, enthusiastic, and energetic role model for our children.

Children, Parents, and Staff are all important members of the Kids Adventures Family. Every member has the opportunity to participate in planning programs and activities that fill the unique needs of everyone involved. We believe that including everyone in the planning process helps to define limits, increases everyone's enjoyment of the program overall, and maximizes the FUN!

Children, Parents, and Staff are all important members of the Kids Adventures Family.

Our Core Values:

Service Excellence: Serving others is our reason for existing. We continually seek to understand the needs of all those who depend on us (our families, schools, and our fellow teammates) and then attempt to

exceed their expectations.

Integrity:	We say what we believe, and we do what we say. We are trusted because we are trustworthy. We strive to align our personal, team and organizational values with everything we say and everything we do.
Team:	One for all and all for one! We work together, sharing a common purpose, a common culture, and common goals. We genuinely care for and support not only those for whom we provide care, but also those with whom we work shoulder-to-shoulder.
Continuous Improvement:	We never stand still; we are never satisfied. We are always striving for better results - not just in our work, but in our personal lives as well. All of us - individually and as teams, constantly look at everything we do, and we ask, "How can we do this better?" "How can we grow on a personal level?" We then use a systematic approach to take action.
Accountability:	It's rarely useful to say, "It's not my fault" or "I could not help it" or "It's not my job." Every one of us takes responsibility for meeting our commitments- our personal ones as well as those of our teams. And we take ownership of the results.
Fulfillment:	We make a difference. We feel rewarded - personally and as a team - because what we do in our jobs and how we interact with others on the job is consistent with our own goals and dreams.
Fun:	We enjoy what we do. We take our jobs seriously- a fun environment helps us deliver better care to our families AND a better environment for our teammates. We strive for excellence, and we have fun!

Our Beginnings:

Kids Adventures was founded by Greg and Cathey Carver and Brian Rindos in response to a group of families who were looking for a different type of program for their children. They wanted a program where their children were well supervised, active, and entertained. The result was Kids Adventures.

Greg, a father of 5 children, majored in Education at Louisiana State University. He has worked in Montgomery County Schools and directed high adventure and summer day camps for the past 14 years. He is currently a Boy Scout leader, volunteers with a teen organization for his church, and coaches youth basketball, baseball, and football.

Cathey, a working mother, majored in General Business at Louisiana State University. In addition to raising 5 wonderful children, she has been involved in teaching and organizing youth programs, youth conferences, summer camps and child care programs. She is actively involved in the PTA, and served as a Brownie Leader for the GSA.

Brian Rindos, a graduate of the University of Maryland, has directed summer and school-year programs in Montgomery County for the past 20 years. It is his belief that including children and families in the planning process will lead to a more enjoyable experience for everyone. Brian is a member of the Montgomery County Interagency Coordinating Board Committee for Excellence in Child Care as well as being an active member with a number of pediatric and adolescent health organizations.

Three of Greg and Cathey's children have grown up through the Kids Adventures programs and have each worked in the program as older teens and adults. Through their positive experiences working in Kids Adventures, two have chosen to study education and become full time teachers.

Our Team:

The staff is the driving force behind what we do at Kids Adventures. They are a diverse group of individuals brought together by their common goal to give your child an experience they'll never forget.

Our leadership team has extensive experience in directing summer camps and child care programs. We will be assisted by other college trained men and women with backgrounds in summer camp, recreation, and education. Kids Adventures staff strives to create a safe environment that promotes the growth of each student as an individual.

1C. Describe your organization's overall capability to provide the requested service.

Include a brief summary of your experience, business plan/model, administrative staff support, or other factors that would enable you to provide services. If applying to a middle school, please provide middle school experience.

Kids Adventures has been in business since 1997 providing excellence in childcare services to Montgomery County. Our administrative staff combined has over 100 years of childcare experience. We have operated as a successful business because we are professional, courteous, and integrate well within our host school's community.

Our Directors are college educated and exceed State-licensing requirements. Our support staff all come from diverse backgrounds and combine their strengths to create a unique before and after care experience. Over the years we have employed professional basketball players, professional opera singers, published authors, former teachers, early childhood educators and a host of other talented individuals.

In any new school our first priority is to discover what parents and school administrations want out of their program. We host parent events and send out surveys to engage our families. We develop relationships with principals and secretaries. We strive to meet parent goals while keeping the tuition as competitive as possible. Each of our centers have custom times, games and activities, all built around parent input.

We build strong bonds with our existing programs year after year due to our high staff retention, willingness to work with the school for shared space and open communication with parents. Our business model is to accommodate. We understand that we are guests in the school and it is our job to be flexible. In order to serve our centers as best we can, we have hired multiple bilingual individuals to fit the needs of the community. Currently, we have minimally one Spanish speaking person at each center. In addition, we have hired French, Japanese, German, and Amharic speaking people throughout the company to meet the diverse needs of the communities that we serve.

We strive to meet parent goals

1D. List all current MSDE before and after school locations (do not include infant/preschool only locations or locations you no longer operate)

Site Name and Location	Years of Operation At This Site	Accreditation if Applicable	Ages Served	Type of Services Provided
Kids Adventures Before and After School Program at Candlewood Elementary School	08/2010 - Present	Not Applicable	K - 5th	Before/After Care
Kids Adventures Before and After School Program at Carderock Springs Elementary School	08/2010 - Present	Not Applicable	K - 5th	Before/After Care
Kids Adventures Before and After School Program at Piney Branch Elementary School	08/2012 - Present	Not Applicable	3rd - 5th	Before/After Care
Kids Adventures Before and After School Program at Takoma Park Elementary School	08/2011 - Present	Not Applicable	K - 2nd	Before/After Care
Kids Adventures Before and After School Program at Weller Road Elementary School	08/2017 - Present	Not Applicable	K - 5th	Before/After Care

Kids Adventures Before and After School Program at Wheaton Woods Elementary School	08/2017 - Present	Not Applicable	K - 5th	Before/After Care
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OR If you do not currently operate any licensed centers, describe any non-licensed childcare services or other relevant child care experience (e.g. home care, other child activity programs, etc.) or business experience providing services to youth.

We also operate five preschools in Montgomery County, ranging from 6 weeks to 5 years old.

Check the box if you believe the answers to item 1 above includes propriety information that would be withheld under the Maryland Public Information Act: ☒ Yes ☐ No

2: Program Activities and Services

2A. Describe your registration process, including how you will advertise and reach out to the families with children attending this school, criteria for admission and how you would manage your wait list.

Registration Process:

Age and Number of Children:

Kids Adventures Before and After School program will provide care for children who attend your elementary school. First priority will be given to families who attend the existing program. The number of children in the program will be dependent upon the licensable space. The Office of Child Care will assign capacity based on the room size.

Admission:

1. Families will be accepted on a first-come basis.
2. During the following years, first priority will be given to children currently enrolled in Kids Adventures at your school, and their siblings. Second priority will be given to children listed on the waiting list. The remainder will be accepted on a first-come basis.

Advertisement:

Kids Adventures will advertise through local newspapers, direct mail, fliers distributed through the school, signs posted on the school grounds, posters at local shopping centers, and the Kids Adventures web site. Advertising will begin **immediately** after program is awarded.

Wait list:

Kids Adventures Administrative Office will maintain a wait list based on date for any families who do not get into the program based on space. Families will be accepted from the wait list on a first come basis.

2B-1. In the chart below, outline your proposed hours of operation including any changes in normal operating times (i.e., half /full days, student holidays, winter and spring breaks, etc.).

Type of Use	Type of Space	Morning Schedule	Afternoon Schedule
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Regular School Day	All Purpose Room with bi-weekly use of Gym	7:00am to School Start Time	School End Time to 6:30pm
Early Dismissal/Half Days	All Purpose Room use of Gym	7:00am to School Start Time	School End Time to 6:30pm
Professional and Non-Instructional/Full Days	All Purpose Room use of Gym	7:00am to 6:30pm	7:00am to 6:30pm
Holidays	All Purpose Room use of Gym	7:00am to 6:30pm	7:00am to 6:30pm
Winter Break	All Purpose Room use of Gym	7:00am to 6:30pm	7:00am to 6:30pm
Spring Break	All Purpose Room use of Gym	7:00am to 6:30pm	7:00am to 6:30pm
Other	All Purpose Room use of Gym	7:00am to 6:30pm	7:00am to 6:30pm

2B-2. Provide information related to alternate scheduling, planned closings (such as closing on administrative holidays if applicable) below.

Kids Adventures is open on all early release days, all professional days, and during all Winter/Spring Breaks.

Earlier start times are available based on the needs of the community.

We are closed on all county administrative holidays.

2C. Describe your policy/guidelines for emergency and weather-related early closings, including procedures for parent notification.

Emergency and Weather-Related Closings:

Snow Closing Policy:

Kids Adventures operated based on the Montgomery County School Administrative Offices.

When Montgomery County Schools are Closed due to snow or other conditions Kids Adventures will operate as follows:

If Administrative offices are open on time, Kids Adventures will be open on time.

If Administrative offices are open late or are closed, Kids Adventures will open late or close.

If Kids Adventures closes early due to weather, parents will be contacted by phone and e-mail.

Arrangements will be made as to the time that children should be picked up.

Because many factors other than Administrative offices may affect our ability to open, parents will be asked to call the center voice mail to check on our status before bringing their children in.

Above all, the safety of parents, children, and staff are priority on these days.

Emergency Plan:

If we must close due to loss of power, heat, etc. the procedure will be as follows:

Parents will be called and/or e-mailed and asked to make arrangements to have their child picked up within two hours before a late fee will be assessed.

If for any reason the school building must be evacuated immediately, the procedure will be as follows:

Children will be transported to a safe location. In accordance with Kids Adventures Emergency Preparedness plan, each location will have a predetermined, site specific, walking, in-state (drivable) and out-of-state (drivable) evacuation location.

The message on the center voice mail will be changed to inform parents of the emergency cell phone number and where the children have been transported.

A note will be left on the front door of the school to inform parents of the emergency cell phone number and where the children have been transported.

Once children are safe and accounted for, parents will then be called and informed where to pick their children up (this procedure will be started by the Kids Adventures administrative offices at the same time that the other procedures are being completed).

Kids Adventures website and social media accounts (currently Facebook and Twitter) will be updated with the most current information in addition to the above.

All parents are required to sign an Emergency Transportation permission slip at the time of enrollment in Kids Adventures.

Specific Information Regarding Contacting Parents:

Each Center Director will send out an e-mail and update the voice mail with their school's operational status.

Kids Adventures Administrative Office will update the voice mail, website, Facebook, Twitter, and inform WTOP of the overall operational status of the schools. The main office voice mail will direct parents to call their center for site specific information.

2D. Provide a typical schedule of activities for each age group to be served. Describe opportunities for enrichment activities (homework help, sports, art, computer, etc.) and special age-appropriate programs as applies. Where possible indicate the daily duration of on-going activities such as homework time.

Schedule:	Time:	Activity:
Sample AM Schedule:		
	15 minutes	Quiet Free Choice: Crafts, Board Games, Puzzles, and Books.
	20 minutes	Educational Time: Extra Homework Help, Study Time, Enriching Choice.

	45 minutes	Group Time: Crafts, Clubs. Clubs Include: Fitness Club, KA Bootcamp, Zen and Yoga Meditation Club.
	20 minutes	Snack
	20 minutes	Wind Down Time: Whole Group Game, Announcements, Prepare for Class.
Sample PM Schedule:		
	10 minutes	Arrival Time: Attendance, Settle-in, Circle Time.
	30 minutes	Snack (Free Choice when Finished: Board Games, Free Art, Organized Group Games).
	45 minutes	Educational Time: Homework, Enriching Choice.
	60 minutes	Group Time: Crafts, Clubs. Clubs Include: Drama and Theater Club, Mad Science Club, Outdoor Education Club, CSI Club, Textiles Club, Endurance Club, Cultural Club, News Club, Acapella Club.
	20 minutes	Whole Group Time: Game Example: Silent Speed Ball, Parachute Games, Freeze Dance.
	15 minutes	Wind Down Time: Clean-up.

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Other Notes:

We offer numerous activities that are age specific. For example, we offer woodworking that is available only to 4th and 5th graders. We offer Grad Labs, environment science, only to K - 2nd. Additionally, some games and arts and crafts are broken up into these age groups with more staff assistance given to younger children.

2E. Describe any special and school specific program features/services or curriculum design that will be included in the program. Include any programs that would support the school community.

Program Features:

Homework:

Children are given a mandatory 40-60 minutes of homework time each day - determined by parent survey at the beginning of the school year. Less time is given to Kindergarten students. During this time, staff members are available to give children assistance. Children who finish homework early or do not have homework may work on other enriching activities (flash cards, silent reading, math sheets, homework helper packets) until homework time is over. Children who complete homework early often volunteer to assist other children who have not finished. A homework checklist is available for parents to review on a daily basis.

Choices:

Each morning and afternoon, the children are given several different activities to choose from. These activities can include, but are not limited to clubs, a craft project, a group game, a cooking experience, or a science experiment.

Clubs:

Clubs are special interest activity groups that children may sign up for. Clubs could run 2 to 3 times per week and continue for about a month or once a week for an entire marking period. Frequently clubs will include a visit from a specialist or related field trip. Clubs are typically on a subject that the children have expressed an interest in.

Sports and Games:

Children will have the opportunity to participate in various sports where the emphasis is placed on sportsmanship and fair competition, while still allowing children to excel at their own rate.

Children will also participate in a wide variety of games that are both competitive as well as non-competitive. These are games that are designed to help children develop specific physical skills as well as fostering teamwork and good sportsmanship.

Specialist:

In addition to highly qualified center staff, Kids Adventures will contract specialists to come into the center and run classes. Some classes may include sign language, karate, computers, gymnastics, or dance. Some classes may require an extra fee. Specialists are always optional, children are asked to sign up and never forced into an activity.

Outdoor Play:

Outdoor time is a priority in all Kids Adventures Programs. Weather permitting, children will have the opportunity to explore the outdoors both morning and afternoon. Children will be able to participate in a variety of activities including structured sports and games, as well as free play.

Community Support:

Connecting with the community and getting our families involved is a big part of our programming. Kids Adventures staff attend every PTA meeting and provide support. Our staff have helped lead school field day events, Spring Fairs and we participate in all school functions that we are invited to attend. We provide support staff in addition to use of our moon bounces, cotton candy machines, popcorn machines and also by sponsoring PTA projects.

We have relationships with Manna Food Center, Rock Creek Conservancy, the SCN2a Foundation, ColorDash and Epilepsy Foundation just to name a few. Kids Adventures has worked with each of these agencies to provide experiences for children to help raise awareness in the community and show support for these causes. Kids Adventures encourages all children and families to participate in these events.

2F. Describe plans for field trips and explorations of the community, including transportation arrangements. (Include all extra costs for trips if not included in the base fee and arrangements for children who do not participate due to costs, physical limitations, etc.)

Field Trips:

Throughout the year we will be taking field trips to nearby attractions. When planning field trips, we take into consideration the abilities and interests of each child in the program. These trips could be a culminating activity for a club or just a diversion on an early release day or day off from school.

Trips may include, but are not limited to: educational destinations such as museums, aquariums, planetariums, or agricultural centers; cultural destinations which may include plays, concerts, or sporting events; or purely entertaining destinations like parks, swimming pools, miniature golf, bowling, or skating and bike trips.

If for some reason a child is unable to attend a trip, alternate activities will be available. Children will be transported by school bus or van to all trips.

While most trips will be optional, there will be occasions when a trip cannot be optional. In these cases, we will do our utmost to accommodate parents.

Kids Adventures will also provide a limited number of subsidies for field trips based on need. It is our desire that all children have the option to participate in field trips if they so desire.

2G. Describe the program's food service plan and provide a sample menu. For elementary school sites, include breakfast and afternoon snacks.

Monday	Tuesday	Wednesday	Thursday	Friday
AM Snack: Cereal with Skim Milk Sliced Peaches Skim Milk Water	AM Snack: Instant Oatmeal Sliced Apples with Peanut Butter Skim Milk Water	AM Snack: Whole Wheat Waffles Mandarin Oranges Skim Milk Water	AM Snack: Nutri-Grain Bars Mixed Fruit Skim Milk Water	AM Snack: Whole Wheat Bagels with Low Fat Cream Cheese Pineapple Skim Milk Water
PM Snack: Cucumbers with Low Fat Ranch String Cheese Skim Milk Water	PM Snack: Carrots with Hummus Animal Crackers Skim Milk Water	PM Snack: Fruit Yogurt Grapes 100% Fruit Juice Skim Milk Water	PM Snack: Whole Wheat Crackers with Low Fat Cheese Cubes Sliced Peaches Skim Milk Water	PM Snack: Chicken Noodle Soup Whole Wheat Crackers 100% Fruit Juice Skim Milk Water

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Include any additional information about the menu above.

Food Services

Kids Adventures offers morning snack beginning at 7:45am each morning, as well as an afternoon snack beginning at 4:00pm. We also provide wholesome menu choices for our daily snacks. During our snack times, children have the choice of drinking water, skim milk and 100% juice.

Snack is provided every day. It is prepared in accordance with state licensing regulations. Whenever possible, children are involved in the planning and preparation of snack. Snack is intended to be a fun time where children have the opportunity to relax and socialize with the staff and other children in an informal atmosphere.

We strive to provide more heart healthy menus with less fat and sugar that continue to offer snack choices that the children will enjoy.

Kids Adventures food is prepared, served, and stored in accordance with the U.S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) guidelines.

Check the box if you believe the answers to item 2 above includes propriety information that would be withheld under the Maryland Public Information Act: ☒ Yes ☐ No

3: Child Development/Interaction Strategies

3A. Describe your approach to promote positive interactions between children.

Promoting Positive Interactions:

Kids Adventures understands the importance of positive interactions between children. It is our first goal to make sure the children are in a safe environment where they can flourish and build positive relationships with their peers.

Monitoring Interactions:

Kids Adventures prides itself on providing a staff to student ratio that ensures in-depth supervision of the children.

Monitoring their peer interactions allows staff to take immediate steps to intervene and provide the children with the support to handle any issues that may arise. In addition, it allows the staff to commend children on exceptional behaviors, reinforcing positive interactions.

Assisting with Interactions:

All staff are willing and able to provide the children with the assistance they need to make positive interactions. Staff will promote positive concepts such as sharing, invitation to play, kindness, respect, compassion, and understanding of personal space. In addition, staff will work as mediators to help children develop problem-solving skills for when they are having troubles communicating/interacting with their peers.

Modeling Appropriate Behaviors:

Staff will promote positive behaviors through leading by example. At Kids Adventures, staff use team building training to maintain positive relationships with their co-workers and the children. The children use examples set by their leaders to grow and maintain positive relationships with their peers.

Cooperative Activities:

Kids Adventures Staff plan group based activities and games that require the children to work with each other to complete tasks. These team building games and activities help the children to use positive concepts to work together and problem solve.

3B. Describe your approach to promote positive interactions between children and staff.

Positive Interactions Between Staff and Children:

Kids Adventures believes that positive teacher-student relationships have a significant impact on each individual's long term social and emotional development. We train all of our teachers to use eye contact, get down on the child's level, listen to them and encourage them to listen to others, use a calm tone of voice, and provide warm responsive and physical contact. We believe each interaction is an opportunity to develop a fulfilling relationship. We teach our teachers to use developmentally and individually appropriate strategies that take into consideration children's differing needs, interests, styles and abilities.

3C. Describe how the program will accommodate children with special needs (including the distribution of medications).

Children with Special Needs:

Kids Adventures offers care to all children that attend your school, including those with special needs. We will make every effort to accommodate any child in need of care so long as it does not cause Kids Adventures to deviate from the nature of our group. Accommodations will include, but are not limited to, the administration of medication, assistance in the use of medical equipment, dietary considerations, and accommodations for those with disabilities.

Over the years, we have developed a relationship with Little Leaves to compliment our staff in assisting with children with special needs. Little Leaves is a DC based organization that uses the principles of Applied Behavior Analysis to assist children in being productive and happy while attending Kids Adventures. We work with parents that have children with an Individualized Family Service Plan (IFSP) or an Individualized Education Plan (IEP) and use those recommendations to better serve that individual child.

Kids Adventures will coordinate with parents to provide any extra training to accommodate a child's condition. Additional staff may be necessary to accommodate special needs.

Distribution of Medication:

Whenever a child is to be given medication while in our care, the parent must provide the Director with a completed, signed Medication Order Form. A parent may sign this form if the medication to be given at the center is in the original or duplicate container, with the doctor's instructions for use on it. If it is not in its original container, the child's physicians must sign the form. Medicine must be stocked in a locked container and should be administered to the child by the

3D. Describe your organization's student discipline policy for your program and how it is communicated to parents, students and staff. Include how incidents such as bullying are handled.

Discipline Policy:

The handling of behavioral problems will, at all times, reflect a sound knowledge and understanding of each child's development. Discipline will always be used with respect for all children involved. We will attempt to enable the child to deal with situations in a constructive manner.

In most cases, we find that positive redirection to another activity proves to be highly effective. However, the effectiveness of discipline is dependent on the degree of consistency. We believe that it is important that children learn to take responsibility for their actions. Children will have a clear understanding of what behavior is expected and will understand the consequences of unacceptable behavior.

The handling of behavioral problems will reflect a sound knowledge and understanding of each child's development.

3E. Briefly describe what policies and procedures you will have in place to ensure that children are supervised and accounted for at all times.

Supervision of Children:

Supervision, Accountability, and Safety of Children:

Safety is, at all times, the most important priority at Kids Adventures.

Attendance and Accounting for Children:

Parents will sign their child in and out each morning and afternoon. Attendance will be taken each morning and afternoon and compared to the sign in and sign out log.

If a child does not show up after school on a day that he or she is scheduled to attend, a staff member will first determine if the child attended school, was picked up early, or had an unscheduled after school activity that day (the child's teacher is usually the best source of this information). If the staff member rules out these possibilities, they will begin calling parents and other emergency numbers to try to locate the child. If the parent does not know where the child is, the program director will continue to coordinate with the parents and the school until the child is accounted for.

Supervision:

Kids Adventures maintains a 1 to 10 staff to child ratio. Children will be supervised and in activities at all times. Walkie-talkies will be used to communicate between locations.

Children will never be permitted to roam the halls or stay in a room unattended.

Fire Drills and Lock downs:

Kids Adventures conducts Fire and Lock down drills on a monthly basis. These drills are coordinated with the school to ensure that children, Kids Adventures Staff, and the school administration understand what is expected in an actual emergency.

Shelter in Place:

The Montgomery County Public Schools Security Office recommend that we have provisions in place for a three (3) hour Shelter-in-Place.

All Kids Adventures Programs are stocked with the provisions necessary to provide shelter-in-place for a period of 72 hours in response to weather related emergencies, chemical, biological, and radiological incidents, or other emergencies. The nature and duration of the shelter-in-place will be determined by the emergency situation and at the discretion of public safety officials.

Emergency Preparedness Plan:

Each Kids Adventures location has a site specific Emergency Preparedness Plan that includes detailed information and procedures for code blue, code red, Shelter in Place, walking evacuation, mobile evacuation in-state, and mobile evacuation out of state. The plan includes necessary provisions, equipment, communication devices and communication procedures, evacuation locations, alternate locations, and transportation plans.

SAFETY IS, AT ALL TIMES, THE MOST IMPORTANT PRIORITY

Check the box below if you believe the answers to item 3 above includes propriety information that would be withheld under the Maryland Public Information Act: ☒ Yes ☐ No

4: Budget and Fee Schedule

4A-1. Provide your proposed fee schedule. Indicate unit of time (e.g. per hour/day/week/month, etc) you are providing information for in the column heading.

Please specify unit (hourly/daily/weekly/monthly, etc) in the column header. Daily examples can be adjusted.

Fees PER CHILD	5 days per week	4 days per week	3 days per week	2 days per week	1 day per week
Regular Before & After school	\$565/month	\$509/month	\$409/month	\$327/month	\$182/month
Before School Only	\$324/month	\$299/month	\$262/month	\$186/month	\$129/month
After School Only	\$551/month	\$466/month	\$358/month	\$255/month	\$153/month
Student Holidays/full days	Included*	Included*	Included*	Included*	Included*
Administrative Holidays	N/A	N/A	N/A	N/A	N/A
Winter Break	Included*	Included*	Included*	Included*	Included*
Spring Break	Included*	Included*	Included*	Included*	Included*
Drop-in/Occasional	See Below	See Below	See Below	See Below	See Below
Registration Fee	\$75	\$75	\$75	\$75	\$75
Late Pick-up Fees	\$10/10min	\$10/10min	\$10/10min	\$10/10min	\$10/10min
Late Payment Fees	\$25	\$25	\$25	\$25	\$25
Returned Check Fee	\$25	\$25	\$25	\$25	\$25

Sibling Discount	10%	10%	10%	10%	10%
Other Fees or Discounts	10% MCPS	10% MCPS	10% MCPS	10% MCPS	10% MCPS

Selected provider may not change their fees during the first year of their placement.

Supplemental comments on rate chart above

* = All holiday, professional, early release, and emergency closing days are included in the price of the monthly tuition as long as it is on a day when the child regularly attends. For example, if a snow emergency day is on a Monday, a child who regularly attends only on Tuesday and Thursday would have to pay a drop in fee to attend. However, if a professional day is on a Tuesday, that same child would be able to attend as part of the monthly tuition.

Drop-in Fee:

Type of Drop-in	Non-Member	Current Member
AM Care	\$56.00 per day	\$45.00 per day
PM Care	\$65.00 per day	\$55.00 per day
AM & PM Care	\$78.00 per day	\$61.00 per day
Delayed Opening	\$78.00 per day	\$63.00 per day
Early Release	\$78.00 per day	\$63.00 per day
School Holiday	\$91.00 per day	\$78.00 per day
Snow Day	\$91.00 per day	\$78.00 per day

4A-2. How would you address the issue of:

- a. students who need scholarship assistance.
- b. children who receive a subsidy (POC or WPA) from a County, State or Federal agency and if those payments should be delayed.
- c. who need part-time or occasional care.

Scholarship Assistance:

Kids Adventures will also provide a limited number of scholarships to families who are eligible for assistance, but have been placed on a wait list. All requests for financial assistance will require a Request for Financial Assistance form to be submitted for approval by the Kids Adventures Financial Assistance Committee.

Kids Adventures also accepts emergency referrals from the school administration for families who are experiencing temporary financial difficulties or special circumstances.

Each year Kids Adventures provides scholarships to families in need. In 2016, Kids Adventures provided approximately \$130,000 in scholarships to families in need and sponsored several refugee families. The amount of scholarships provided typically increases each year.

\$130,000 in scholarships to families in need

Subsidies:

Kids Adventures will accept vouchers for childcare from Working Parents Assistance (WPA), the Department of Social Services, and other subsidy programs. The parent, however, is required to pay the balance of the tuition (in accordance with the regulations of subsidy and voucher programs) that is not covered by vouchers.

Subsidies and vouchers typically take 1 or 2 months to get set up and typically pay the benefits 30 days after the tuition due date. During this time no late fees will be assessed for the portion of the tuition not paid by the subsidy or voucher. Once the parents co-payment is determined parents will be expected to make those payments in accordance with Kids Adventures tuition schedule unless previous arrangements are made with the Accounts Receivable department.

Part-time Care:

Kids Adventures offers several different plans for part-time users. Parents may choose from care plans that include AM and/or PM care on 1, 2, 3, 4, and 5 days per week. Parents may also request a plan customized to their specific needs provided that there is space available in the program, and provided that the request allows for accountability of the child.

Drop-in Care:

Kids Adventures will allow for drop-in care provided that there is space available in the program and provided that the request allows for accountability of the child.

Parents who choose to take advantage of drop-in care must complete all paperwork necessary as required to comply with licensing regulations.

4A-3. Describe other fee policies and discounts, including how fee increases will be determined over the next three years, provider may not increase fees during first year.

Fee Policies:

Late Payment Fee:

Failure to pay tuition on time will result in a late fee of \$25.00

Returned Check Fee:

There is a \$25.00 fee for checks or bank drafts returned for insufficient funds.

Field Trip Fee:

Field Trip fees will vary depending upon the trip

Discounts:

A 10% discount is given for each additional child enrolled in the program.

A 10% discount on tuition is given for children of MCPS employees, Montgomery County Police, and Active Duty United States Military.

4B. Provide a tentative annual operating budget (revenue and expenses). As applicable, please itemize your start-up costs.

Yearly Revenue: (Based on 60 full-time enrollments)	Initial Investment: (Based on 60 full-time enrollments)	Operating Budget: (Based on 60 full-time enrollments)	Insert header	Insert header
Registration Fee: \$4500.00	Furniture (Screenflex, Shelves, etc): \$3500.00	Payroll, Benefits, Taxes: \$175,540.00		
Tuition: \$266,925.00	Office Supplies: \$150.00	Rent: \$14,500.00		
	Copying/Printing: \$150.00	Telephone: \$1200.00		
	Advertising: \$150.00	Insurance: \$7,000.00		
	Toys and Games: \$1500.00	Food Cost: \$11,000.00		
	Sports Equipment: \$1000.00	Petty Cash: \$2750.00		
		Staff Training: \$1100.00		
		Misc: \$3000.00		

Total Revenue: \$271,425.00	Total Initial Investment: \$6,600	Total Costs: \$216,090.00		
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Add Row

Remove Row

4C. Provide any other comments attesting to your organization's financial status and ability to sustain this program. The committee may request a financial statement.

We have been in business since 1997. This is what we do! The need for child care is an ever growing population and that is reflected in our daily attendance over the last few years. This steady growth in attendance has allowed us reinvest back into the business. Recently, Kids Adventures purchased a 72 passenger bus and a 15 passenger minibus. This investment allowed us to lower the cost for many field trips due to not having to charter a bus. We are committed to growing our business and have big plans for 2018. We have invested in new software that will allow us to communicate and engage with parents unlike any of our competitors.

In the event that we have over estimated the size of the program, we have six other before and after care centers as well as five preschools that are successful and have long been established that can help sustains us through a rough time. Kids Adventures is confident that, given time, our program will grow simply by word of mouth and in short time, the program will be independent and stable.

THIS IS WHAT WE DO!

4D. Describe your proposed timeline demonstrating that the program can be operational by the beginning of the next school year.

Time Line For Start-Up

April 2018

Program awarded

Schedule meeting with School Administration

Submit intent to operate to Office of Child Care

Fliers distributed to Community areas

Signs announcing the program posted and distributed to businesses in the community

Ads taken out in local publications

Begin recruiting and hiring staff

May 2018

Meet and Greet

Registration Begins

July 2018

Schedule Inspection with Licensing (*Inspection can be done before or after the space is available for set-up, so long as space is available to be inspected, and measured during time of inspection*)

August 2018

Open House

First Day of Kids Adventures Before and After Care

September 2018

Begin Maryland Excels Process

Check the box below if you believe the answers to item 4 above includes propriety information that would be withheld under the Maryland Public Information Act: ☒ Yes ☐ No

5: Parent Involvement

5A. Discuss key parent obligations, such as those described in your parent contract. Also describe any consequences for non-compliance.

Parent Obligations

- **Tuition & Fees**

Parents are responsible for the \$75, and monthly tuition that is due the fifteenth (15th) of each month starting August 15, 2018 and continuing through May 15, 2019. A late fee of \$25 will be applied if payment is received by the Kids Adventures office after the 15th. I also understand that a finance charge of 18% APR (or the maximum allowed by law, whichever is less) will be applied to all balances 30 days past the due date. Children may be asked to leave the program for a balance over 30 days past due.

Parents are expected to give 30 days notice to change or withdrawal from the program and are responsible for all tuition during that period. Exceptions are made for loss of job, moving or changing schools, and other hardship events.

Parents are responsible for reasonable legal and/or administrative fees incurred by Kids Adventures that result from disputes resulting from custody disputes, subpoenas, delinquent accounts and other disputes that do not originate with Kids Adventures.

Parents will be responsible for field trip fees. Scholarships are available for families on a need basis.

- **Registration Forms**

When registering for Kids Adventures parents should complete the registration form and sign the Enrollment agreement.

With the registration form they should complete:

- Appendix A of the Parent Handbook that includes the Liability Release form and Parent Consent for Medical/Emergency Treatment and Transportation
- Appendix B of the Parent Handbook that includes the "Parent Acknowledgment"

- **Child Paperwork**

Parents must provide the following Emergency and Health information before a child may attend Kids Adventures.

- Emergency Contact Form (completed by parent)
- Health Inventory part 1 (completed by parent)
- Health Inventory part 2 (completed by physician)
- Medication authorization if required (completed by physician)
- Action Plan for medically at risk children if necessary (completed by parent or physician as necessary)

- Child Attendance

Parents and/or an assigned responsible adult on the child's emergency card will escort their child to and from the center each day. That adult must sign the child in and out each time the child is dropped off or picked up. Parents who are pregnant, disabled, or have a younger sibling may request curb side check in and out. Arrangements will be made on a site specific basis.

Parents are required to inform Kids Adventures if a child will not be attending or will be participating in an afterschool activity. While we understand parents get busy other children may be endangered while a staff member is looking for a child who is not expected at Kids Adventures.

- Parent Handbook

Parents are expected to read and understand the rules and policies of Kids Adventures as stated in the parent handbook.

Non-compliance Consequences:

Kids Adventures has consequences that range from late fees to dismissal from the program. All responsibilities and consequences are outlined in the parent handbook as well as the Enrollment Agreement.

While rules are necessary, Kids Adventures makes every effort to enforce them with compassion and understanding

The following is a copy of the Kids Adventures Enrollment Agreement:

Enrollment Agreement:

1. I understand that there is a \$75 per family registration fee that is non-refundable once my child has been accepted into the program. No application for enrollment will be accepted without this fee. I further understand that the tuition will be due the fifteenth (15th) of each month **starting August 15, 2017 and continuing through May 15, 2018.**
2. I understand that my registration will not be accepted without signed copies of the "Liability Release with Parental Consent for Medical/Emergency Treatment and Transportation" (Appendix A of the Parent Handbook) and the "Parent Acknowledgment" (Appendix B of the Parent Handbook) and other "Necessary Paperwork" as listed on page 24 in the Parent Handbook.
3. I understand that Kids Adventures is open each school day, early release day of school, winter break, spring break, and those school holidays specifically listed on the **Kids Adventures Schedule of Operations.**
4. I understand that I am responsible for the monthly tuition fee, which is due by the 15th of each month

for that month, and that a late fee of \$25 will be applied if payment is received by the Kids Adventures office after the 15th. I also understand that a finance charge of 18% APR (or the maximum allowed by law, whichever is less) will be applied to all balances 30 days past the due date and that any tuition payments made will be applied to outstanding balances with the earliest due date. I further understand that my child may be asked to leave the program if I owe a balance for over 30 days.

5. I understand that there is a possibility that Montgomery County may assess a utility surcharge to Kids Adventures. I understand that in this event Kids Adventures may assess a utility surcharge to the families enrolled in Kids Adventures.

6. Kids Adventures reserves the right to submit any disputes for review by its legal counsel. In the event Kids Adventures incurs an expense related to assembling and copying Kids Adventures' records, or legal fees and expenses, Kids Adventures will assess the Parent, Legally Appointed Guardian, or Financially Responsible Party for all reasonable costs, including attorney's fees, incurred by Kids Adventures associated with said required measures.

7. I understand and acknowledge that Kids Adventures reserves the right to submit any disputes including but not limited to any collection efforts for unpaid fees, custody disputes, and subpoenas, for review by its legal counsel. In the event Kids Adventures incurs an expense related to assembling and copying Kids Adventures' records, for such matters, including without limitation, legal fees and expenses, Kids Adventures will assess the Financially Responsible Parent or Legally Appointed Guardian for all reasonable costs, including attorney's fees and expenses, incurred by Kids Adventures associated with said required measures. I understand and agree that I, as the Financially Responsible Parent or Legally Appointed Guardian, will be responsible for the payment of any of the aforementioned reasonable costs.

8. I understand that there will be field trips throughout the year. Many trips will be optional but some will be mandatory. I understand that there will be an additional fee charged to cover the cost of each trip. I further understand that there will be no alternative care at the center on mandatory field trip days.

9. I understand that **I must give at least 30 days written notice** for attendance plan changes or withdrawal from the program, during which time I will be responsible for payment of fees. I further understand that the total registration fee is considered non-refundable and will not be applied to any outstanding balance.

10. I understand that the Parent Handbook is available on the Kids Adventures website, www.kidsadventures.com. I agree to update my child's file information as outlined in the Parent Handbook and to abide by all other rules and regulations of Kids Adventures LLC as stated in the Parent Handbook. I understand that it is the responsibility of the Parent, Guardian, or Financially Responsible Party to make Kids Adventures LLC aware of any conditions that may restrict or affect the child's participation in the activities of this program.

11. I understand that any absences due to illness, vacation or for whatever reason, will not result in a refund or adjustment of monthly tuition.

12. I understand that occasionally Kids Adventures photographs or takes videos of the trips and activities that they conduct. These are used on bulletin boards, in brochures, in advertisements, for displays, etc. I hereby give my permission for Kids Adventures LLC to use any videos or photos taken of my child for the purposes stated above. It is further understood that all images of Kids Adventures, its students, and staff are the property of Kids Adventures LLC, regardless of the photographer, and may not be used publicly (websites, advertisements, etc.) without the expressed written permission of Kids Adventures LLC and in accordance with all federal, state, and local laws.

13. I understand and acknowledge that Kids Adventures LLC reserves the right to change the schedule at any time due to weather, schedule changes, natural disaster, or any real or perceived threat to the safety and security of the Kids Adventures children or staff at the sole discretion of Kids Adventures LLC.

14. I understand that this program is provided subject to space availability. I understand that Kids Adventures LLC reserves the right to change or cancel this program at any time due to under-enrollment, the actions of federal, state, or local government agencies, or any other reason at the discretion of Kids Adventures LLC.

15. I have read and understood each of the terms and conditions of this Enrollment Agreement as well as the Parent Handbook, which is incorporated by reference hereby as if fully set forth herein.

Agreement:

I understand and agree to the policies and tuition obligations of Kids Adventures LLC. I wish to enroll my child/children in the Kids Adventures Program as indicated on the first page of this sheet. I further understand that acceptance of this application by Kids Adventures LLC is contingent on space availability and the receipt by Kids Adventures of the required Deposit and Registration Fees. I understand that any modification of policies by Kids Adventures LLC or its agents does not constitute a waiving of this agreement. This agreement incorporates and is subject to the completion of all necessary paperwork by the Parent, Guardian or Financially Responsible Party.

Non-compliance Consequences:

Kids Adventures has consequences that range from late fees to dismissal from the program. All responsibilities and consequences are outlined in the parent handbook as well as the Enrollment Agreement.

While rules are necessary, Kids Adventures makes every effort to enforce them with compassion and understanding.

5B. Describe how parents will or can be involved in your program.

Parent Involvement:

Kids Adventures encourages all parents to visit and participate with their children in the activities that we provide. In addition, Kids Adventures also offers activities specifically intended to foster parent involvement.

On a daily basis parents can participate in the fun that is Kids Adventures with activities such as art projects, clubs, games and sports, as well as specialists like yoga, chess, Grad Labs (science), hula and country line dancing just to name a few.

Parents are also entertained with parent shows, Doughnuts for Dads, our Thanksgiving feast, parent date nights, and many other activities that make it an adventure for the big kids in all of us.

make it an adventure for the big kids in all of us

We welcome and encourage all parents to visit and participate in the activities that we offer, however, we must also remember that parents are not members of the Kids Adventures Staff and therefore cannot be expected to take the role of a staff member.

We have established a set of guidelines for parents to follow when participating in Kids Adventures activities. These are intended for the protection of the parents as well as the children.

Please be prepared to follow the same rules that we ask your children and our staff to adhere to.

While we do appreciate an extra set of eyes, it is not the responsibility of the parent to discipline other Kids Adventures children. Please inform a Kids Adventures staff member of any behavior problem you may observe.

Additional siblings (who are not enrolled in Kids Adventures) should be kept with you at all times.

Due to the uncertainty of space on our buses and vans, please be prepared to provide transportation, admission, food, etc., for yourself on field trips.

If you should have any concerns or questions regarding a facility/place visited, please address them directly to a Kids Adventures staff member. Kids Adventures will then take the necessary steps to correct the situation.

THESE GUIDELINES ARE INTENDED FOR THE PROTECTION OF PARENTS AS WELL AS THE CHILDREN PARTICIPATING IN KIDS ADVENTURES.

Parent Meetings:

Parent meetings will be held to assess the needs of the program. Parents can give feedback and make recommendations for better addressing the needs of our families and allow for better communications between the parents and the Kids Adventures Staff.

These meetings will consist of the Site Director, an Executive Member of Kids Adventures, the childcare/PTA Liaison (parent), and other parents who choose to participate. The meetings will be held quarterly, beginning in October.

Parent Orientation:

Kids Adventures will offer a parent orientation during the school orientation. If this is not possible, we will offer an orientation in the evening to be scheduled in coordination with the school.

Kids Adventures staff will be available to answer questions regarding the program, policies, and procedures as well as to get acquainted with the staff.

5C. Describe when and how you gather parent input/feedback, how you use such information and your method of communicating results.

Parent Surveys:

Kids Adventures contracts with the Communications Group to administer and analyze the parent surveys for Kids Adventures. Parent surveys are completely confidential. After Kids Adventures mails the surveys to the families in our programs they are sent directly to the Communications Group to be analyzed.

The purpose of parent surveys is to give parents a formal way of communicating how well the program is addressing the needs of the the Kids Adventures at families. The parent surveys are used to help Kids Adventures set goals for the program and staff. After the surveys are collected and the results are analyzed by the communications group, the site manager and assistant site manager will meet with the Kids Adventures Administrators and the Communications Group to review the results and set goals based on the results of the surveys.

Once the goals are set, the site manager will schedule a parent meeting. At this meeting, the site manager will go over the results of the parent surveys, explain the goals that have been set, and how the goals will be achieved. Susan Cobb from the Communications Group will be at the meeting to assist with the explanation and give clarity, if needed.

Kids Adventures distributes program evaluations twice during the school year. The schedule for use of our evaluation is

as follows:

1. End of October
2. End of February

5D. Describe your process for conflict resolution should a parent not comply with established policies.

Conflict Resolution:

All parent expectations and procedures are outlined in the Parent Handbook. All parents must acknowledge and sign the handbook prior to child enrollment in the program. Initial failure to comply with any policies will result in a written reminder. Additional non-compliances will result in a scheduled meeting that will include Office Personnel and the Site Director to address concerns. Following the meeting, there will be a two-week probationary period, where parents are expected to comply with the issue. A second meeting will be called to revisit the issue at the end of the probationary period. If no change has been made, Kids Adventures reserves the right to take any additional measures necessary, including suspension and/or dismissal from the program.

All policies are enforced with compassion and an understanding of the needs of the families that we serve.

5E. Include a link to your Parent Handbook. Paper copies will not be forwarded.

http://kidsadventures.com/forms/pdf/Parent_Handbook_2017-2018.pdf

***Can be found under current parents section of www.kidsadventures.com website. Link may give an error.

Check the box below if you believe the answers to item 5 above includes propriety information that would be withheld under the Maryland Public Information Act: ☒ Yes ☐ No

☒ I affirm that as an incumbent I acknowledge that I am responsible for notifying my customers regarding the bid process.

6: Personnel and Staffing Plan

6A-1. Describe your personnel plan proposed for this site by job title. Include information about staff salary ranges and benefits, by position.

Position	Salary Range	Minimum Education Requirements
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Position	Salary Range	Minimum Education Requirements
Site Director	\$850 - \$950 per week	<p>Benefits</p> <ul style="list-style-type: none"> • Health Insurance 85% • 12 Paid Time Off (PTO) • Accrued Paid Sick Leave • 401-K • Tuition for Continued Education <p>Education Requirements</p> <p>Associates Degree in a Field Related to Education</p> <p>High School Diploma OR Completion of 2 College Courses for Credit</p> <p>90 Hour School Age</p> <p>400 Hours Work Experience OR Completion of 1 Year of College OR Combination</p> <p>9 Hour Communication Class OR College Credit</p> <p>12 Hours Continuing Education Annually</p> <p>45 Hour Administrative Class</p> <p>9 Hour Regulation Training</p> <p>New Director Training</p> <p>ADA Training (3 hours)</p> <p>Basic Health and Safety</p> <p>MCPS Recognizing Child Abuse and Reporting Child Abuse and Neglect</p> <p>400 Hours Experience Working with School Age Children (Center with <60 kids)</p> <p>800 Hours Working with School Age Children (Center with >60 kids)</p> <p>Must Be At Least 21 Years of Age</p>

Position	Salary Range	Minimum Education Requirements
Assistant Director	\$750 - \$775 per week	<p>Benefits</p> <ul style="list-style-type: none"> • Health Insurance 85% • 7 Paid Time Off (PTO) • Accrued Paid Sick Leave • 401-K • Tuition for Continued Education <p>Education Requirements</p> <p>High School Diploma OR Completion of 2 College Courses for Credit</p> <p>90 Hour School Age</p> <p>400 Hours Work Experience OR Completion of 1 Year of College OR Combination</p> <p>9 Hour Communication Class OR College Credit</p> <p>12 Hours Continuing Education Annually</p> <p>45 Hour Administrative Class</p> <p>9 Hour Regulation Training</p> <p>New Director Training</p> <p>ADA Training (3 hours)</p> <p>Basic Health and Safety</p> <p>MCPS Recognizing Child Abuse and Reporting Child Abuse and Neglect</p> <p>400 Hours Experience Working with School Age Children (Center with <60 kids)</p> <p>800 Hours Working with School Age Children (Center with >60 kids)</p> <p>Must Be At Least 21 Years of Age</p>

Position	Salary Range	Minimum Education Requirements
Teacher	\$13.75 - \$15.50 per hour	<p>Benefits</p> <ul style="list-style-type: none"> • Health Insurance 85% • Accrued Paid Sick Leave • 401-K (if eligible) • Tuition for Continued Education <p>Education Requirements</p> <p>High School Diploma OR Completion of 2 College Courses for Credit</p> <p>90 Hour School Age</p> <p>ADA Training (3 Hours)</p> <p>Basic Health and Safety</p> <p>MCPS Recognizing Child Abuse and Reporting Child Abuse and Neglect</p> <p>400 Hours Work Experience OR Completion of 1 Year of College OR Combination</p> <p>9 Hour Communication Class OR College Credit</p> <p>12 Hours Continuing Education Annually</p> <p>Must Be At Least 19 Years of Age</p>
Aide	\$12.25 an hour	<p>Benefits</p> <ul style="list-style-type: none"> • Health Insurance 85% • Accrued Paid Sick Leave • 401-K (if eligible) • Tuition for Continued Education <p>Education Requirements</p> <p>Aide Orientation</p> <p>Basic Health and Safety</p> <p>MCPS Recognizing Child Abuse and Reporting Child Abuse and Neglect</p> <p>6 Hours Continuing Education Annually</p> <p>Must Be At Least 16 Years of Age</p>

Position	Salary Range	Minimum Education Requirements

6A-2. Describe the responsibilities of the on-site director and if there are any training requirements beyond MSDE minimums.

Site Director/Manager Duties:

All duties and responsibilities outlined for Group Leaders and Aides.
 Reading, understanding and following the Maryland Childcare Center Regulations as written in COMAR.
 Maintain all standards for your site and yourself as outlined for the Excels program including continuing education classes and coursework.
 Providing a nurturing environment for the supervision of a determined number of children.
 Maintaining an orderly physical environment conducive to optimal growth and development of children.
 Establishing policies for each center.
 Planning a daily curriculum and providing a sufficient variety of activities each day.
 Implement and plan one club activity per month and submit a written outline.
 Maintaining and updating children's files.
 Reviewing rosters monthly and immediately advising the office of any changes in enrollment.
 Knowing which attendance plan each family has selected and collecting the appropriate fee for half-days and holidays when necessary.
 Communicating with your team regularly.
 Supervising and training staff to assist you in all aspects of the program.
 Handling all emergencies.
 Being correctly certified in CPR and First-Aid.
 Handling all communications with parents.
 Following procedures outlined in Kids Adventures Policy and Procedures Manual and keeping this manual up to date.
 Advising appropriate team members of any special circumstances involving any child.
 Keeping all supplies stocked.
 Ordering all snacks and displaying monthly snack menu.
 Preparing newsletters, parent notices, and permission slip forms.
 Managing site team.
 Having monthly team planning meetings.
 Setting goals with team members.
 Conducting team member evaluations.
 Attending all leadership meetings.
 Attending monthly workshops/Director Meetings.
 - Every Second Tuesday at the Administrative Office at 10 AM for DAD (Director/Assistant Director Meeting)
 - Every Fourth Tuesday for Excels Classes.

6B. Describe your process to ensure hiring and retention of well-qualified staff.

Recruitment:

Advertising:

Kids Adventures uses several avenues to inform potential candidates of employment opportunities. We place detailed employment advertisements on websites, in newspapers, and through the local colleges' education department. Our advertisements provide a thorough description of the qualifications we are looking for in future employees. All candidates are asked to send in a resume and cover letter.

Qualifications:

Kids Adventures requires all potential candidates to have specific qualifications dependent upon the desired position. No applicant will be interviewed for a position without the needed qualifications. A list of qualifications can be found in 6A-1.

Resumes:

Resumes are carefully reviewed and filtered by the Office Manager and then submitted to the Administrative Directors to be reviewed again. The Administrative Director will choose the best qualified applicants to be called in for an interview.

Interviews:

Interviewees will meet with two to three members of Kids Adventures Administration. Using knowledge based on years of experience and the most up to date regulations, standards and practices, we ask a carefully developed set of questions that varies by the desired position. Candidates who are deemed exceptional and can provide three strong references will be invited to a second interview and site visit, references are **always** checked. Following a successful second interview and site visit, candidates will be offered a position with Kids Adventures.

Staff Retention:

Kids Adventures strives to maintain staff and prides itself on a low turnover rate. We keep our salaries and benefits above the national average and make accommodations to suit the needs of our employees. We also actively participate in matching staff salaries, benefits, and schedules, to retain valued members of our team.

We look for people with a passion for child care!!!

6C. Describe your plan for staff orientation and topics for ongoing staff training.

Staff Orientation:

All staff members are required to attend a staff orientation where we review the policies and procedures of Kids Adventures.

New Hires and Returning Staff are trained in the following areas:

- Safety Procedures
- Supervision
- Child abuse and neglect
- Health code requirements and procedures
- Emergency Procedures
- Day to day operations
- Planning and programming
- Discipline policies and techniques
- Game workshops
- Organizational workshops

During orientation staff will receive training from both current Kids Adventures personnel as well as from specialist hired from outside of the company.

Ongoing Training:

In addition to orientations, Kids Adventures provides at least twelve (12) hours of Office of Childcare (OCC) approved continuing education workshops in the following areas:

- Child Development
- Curriculum Development
- Health, Safety, and Nutrition
- Professionalism
- Community
- Special Needs

Kids Adventures offers OCC approved CPR, First Aid, and AED Training during each academic year. Kids Adventures also sends representatives to the National After-School Association (NAA) conference, the National Association for the Education of Young Children (NAEYC) Conference, and the Tri-State Camping Conference each year.

6D. How would you address performance problems or inappropriate behavior exhibited by staff?

Progressive Discipline:

In the event that an employee does not perform his/her duties in a satisfactory manner or is in violation of any of the policies stated in this handbook or in their contract, the following course of action will be followed.

- 1) A warning will be issued and documented.
- 2) If behavior persists - a meeting will be held with a supervisor and a plan of action for improvement will be agreed upon.
- 3) Failure to meet the conditions of the above mentioned plan will result in termination of employment.

Also note that gross or dangerous misconduct or severely inappropriate behavior could result in IMMEDIATE termination.

Check the box below if you believe the answers to item 6 above includes propriety information that would be withheld under the Maryland Public Information Act:

☒ Yes ☐ No

References

Please provide contact information for three (3) current references, two of which should be from parents/clients.

Reference Contact Name	Daytime Phone Number	Parent or Other Professional
Dr. Zadia Gadsden	301-650-6414	Current Parent/School Principal
Cheryl Cunningham	301-938-6612	Current Parent
David Chia	240-740-0220	School Principal

After you complete the application:

Use the **SAVE AS** button to save the document to your files

- Use a file name that includes the school name followed by your business name. Use an abbreviation if necessary.
Ex: "Sequoyah SuperCare"

The file will automatically be saved in a PDF format

Use the **Email Form** to automatically email your application to childcare@montgomerycountymd.gov
(Optional-use the delivery receipt function in your email software)

Reference letters may also be emailed to childcare@montgomerycountymd.gov

Technical questions? Email childcare@montgomerycountymd.gov

Email Form

Print Form

Save As